

WiSACWIS QUARTERLY REPORT INSTRUCTIONS

The Quarterly Report must be completed by all counties that have a WiSACWIS contract addendum starting with the quarter for which they were issued a “start-up” addendum.

For the quarter in which a county changes from “start-up” to “ongoing”, the county must break down the detail data between startup and ongoing. The totals should equal the appropriate CARS profile total.

Completed Quarterly Report is due to the WiSACWIS Accountant as follows:

January-March quarterly report due May 31
April-June quarterly report due August 31
July-September quarterly report due November 30
October-December quarterly report due February 28 (if a revised final CARS report
is submitted after this date-please send in revised quarterly by March 31)

Send completed Quarterly Report to: WiSACWIS Accountant
Department of Health & Family Services
P O Box 7850
Madison WI 53701-7850

If any questions, you may contact either Delores Madigan at 608-266-2349 or Paul Minkus at 608-266-8420.